

CONFIDENTIAL

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120084-2
REPORTS INVENTORY

CONTROL NO.

XXXXXXXXX DDS/OL/SD 26

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

GSA Accounting

2. TYPE OF REPORT

☒

STATISTICAL

☐ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

☒

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form computer print-out, etc) Form

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Office of Finance Instruction 42

10. PREPARING COMPONENT (include lowest level contributing information to report)

Finance

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Schedule B
3 Reports -- Schedule C
Schedule D

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-F-9	\$5.70	6		\$205.20	12		\$2,462.40

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$2,462.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐

CHANGE

☐

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

22 September 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120084-2

11 - Schedule B - Summary of cash Balance

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120084-2

Schedule C - FPA Procurement account
by FY's Month

Schedule D -